Approved For Release 2000/06/30 ; CJA-RDP33-02415A000700060003-4

OFFICE OF SPECIAL ACTIVITIES

PROGRAMS

OSA HQS NOTICE NO. 230-2

29 JANUARY 1963

ACTIVITY PROGRAMS

1. This directive supersedes all previous issuances on this subject.

2. Policy

- a. Effective 29 January 1963, Activity Programs will be required to obtain approvals and funding for OSA activities that
 - (1) are not specifically included in the approved operational / program (Budget) for OSA;
 - (2) require a transfer of funds from one activity to another within the operational program;
 - (3) are contained within the operational program but require additional funds:
 - (4) are contained within the operational program but significantly alter or charge direction from the original scope of work or activity.

25X1A

b. Effective 29 January 1963, Activity Programs will be required for all activities, procurements, and contracts

25X1A

3. Procedure

- a. The Activity Program Format, outline attached, will be initiated by the Division, Branch, or Staff responsible for the conduct of a particular activity and requesting necessary approval and funds as enumerated in paragraph two above.
- b. Activity Programs shall be forwarded to the Programs Staff, which will be responsible for office coordination and obtaining appropriate approvals.
- c. Preparation of Activity Programs shall be in accordance with the attached instructions.

SECRET

OFFICE OF SPECIAL ACTIVITIES

PAGE TWO

OSA HOS NOTICE NO. 230-2

4. Authority

a. Activity Programs will be approved by the Assistant Director or Deputy Assistant Director, OSA, or referred by them to the DD/R and DDCI for approval.

25X1A

- b. The Contracting Officer, OSA shall retain the authorities granted him in dated 1 September 1962.
- c. All procurement activities, or contracts for services, peculiar to OSA activities will be undertaken by the Contracting Officer, OSA, and a Memorandum for the Record will be prepared by him and concurred in by the OSA requester, C/B&F/OSA, General Counsel, and the AD or DAD/OSA. Procurement action or contracts which should be handled through normal Agency channels will be undertaken by the Chief, Materiel Division through the Director of Logistics.

⁽ 25X1A

JACK C. LEDFORD
Colonel, USAF
Assistant Director
(Special Activities)

Attachments: Preparation Instructions
Format